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The Idaho 4-H Club Leader's Manual

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4-H Club Facts

THE National 4-H Club emblem is the four-leaf clover with the letter "H" on each leaf. The four "H's" represent the fourfold development of *Head Heart, Hands, and Health.*

THE NATIONAL 4-H CLUB PLEDGE

I pledge

my HEAD to clearer thinking,
my HEART to greater loyalty,
my HANDS to larger service, and
my HEALTH to better living,
for my Club, my Community, and my Country.

Note: In repeating the pledge, raise right hand to side of head when speaking line No. 1; lower right hand over left breast when speaking line No. 2; extend hands, palms upward, when speaking line No. 3 and stand at attention when speaking line No. 4. (This pledge was officially adopted by the State Club leaders and members in conference assembled at Washington, D. C., June 17, 1927).

THE NATIONAL 4-H CLUB COLORS

are green and white. The white background of the 4-H Club flag symbolizes purity and the green 4-H emblem is nature's common color in the great out-of-doors, and emblematic of springtime, life and youth.

THE NATIONAL 4-H CLUB MOTTO

is "To Make the Best Better." This should be the aim of every Club member and his guide in all that he does every day.

THE 4-H CLUB CREED

I believe in Boys' and Girls' 4-H Club Work for the opportunity it gives me to become a useful citizen.

I believe in the training of my HEAD for the power it will give me to THINK, PLAN and REASON.

I believe in the training of my HEART for the nobility it will give me to be KIND, SYMPATHETIC and TRUE.

I believe in the training of my HANDS for the ability it will give me to be HELPFUL, SKILLFUL and USEFUL.

I believe in the training of my HEALTH for the strength it will give me to ENJOY LIFE, RESIST DISEASE, and MAKE FOR EFFICIENCY.

I believe in the United states of America, in the State of Idaho, and in my responsibility for their development.

I am, therefore, willing to devote my efforts to the fulfillment of these things which I believe.

The Idaho 4-H Club Leader's Manual

Introduction

THIS Bulletin is prepared to assist Local Leaders, County School Superintendents, County Club Agents, County Extension Agents, Home Demonstration Agents, Rural Supervisors, teachers, members of civic organizatons, and others who are interested in Club work and in the organization of a Club or Clubs. It gives information regarding organization of the work, different projects and their divisions, requirements for each project and basis of awards, contests, and demonstrations. Boys' and girls' 4-H Club work in Idaho is conducted by the Extension Service of the University of Idaho College of Agriculture and the United States Department of Agriculture in cooperation with counties, local communities, and schools.

What It Is—4-H Club work is a junior extension activity of the College of Agriculture of the University of Idaho. It is a publicly supported and directed educational enterprise of the United States Department of Agriculture and the State Land Grant College, cooperating.

Whom It is For—4-H Club work is for boys and girls between 10 and 20 years of age, inclusive.

What It Does—4-H Club work teaches, through doing, better practice in agriculture and home economics.

4-H Club work develops leadership, community pride and spirit, self-reliance, ambition, aggressiveness, and sportsmanship, and above all, it develops the highest type of manhood and womanhood and American citizenship.

It teaches boys and girls how to meet together, work together, play together, and achieve.

How It Does These Things—It does these things through the organization of five or more boys or girls into a standard Club, in which they learn how to conduct meetings, to carry their project, to cooperate and to become leaders.

Each club member is engaged in a project in Agriculture or Home Economics where he or she learns the problems of that particular project and their solution. All boys or girls enrolled in 4-H Club work must carry a project, keep records, and turn in record book.

Who Does the Work—All work must be done by the Club members themselves.

Organization

Organization of Standard Clubs—In order to have a standard Club in any community or school there must be at least five boys or girls, or five boys and girls, wishing to enroll in the same project, such as potato club, clothing club, or pig club, and an adult local leader. An enrollment blank is obtained from the State Club Leader or the person in charge of the work in that county. Using this blank, the members are enrolled. From among its members, the Club then elects officers, including president, vice-president, secretary, and reporter.

The local leader should be some man or woman in the community who is interested in the boys and girls and their work and who is willing to give a part of his or her time in directing and assisting the Club members in their chosen project.

If the school teacher is a resident of the community and will be in the community until the project is completed, or if the project is one that can and will be completed by the close of the school year, the teacher, under such circumstances, may be the local leader. Teachers will find that acting as local leader is a real aid in the school work and gives another point of contact with the pupil and his home.

Requirements for a Standard Club—There are eight requirements for a standard Club. The first three are met when the Club is organized and the enrollment is sent to the College.

(1) Five or more members taking the same project (10-20 years of age inclusive).

(2) Officers elected from among the Club members.

(3) A local leader selected.

(4) A definite program of work made out and a copy sent in to the County or District Extension Agent.

(5) At least six regular meetings during the Club year.

(6) A local exhibit to be held annually.

(7) A demonstration team or judging team which shall give a public demonstration in the community, county, or district, or take part in one inter-Club contest.

(8) An Achievement Day shall be held during the Club year.

Definite Program of Work—A definite program of work must be sent in before the Club can obtain its charter. A suggested program for the project in which you are interested will be furnished you. The Club may adopt any or all of it or may supplement it.

Charter—As soon as the Club program has been received by the County Club Agent or the District Extension Agent in charge of the 4-H Club work for the District, a charter is sent to the Club. This charter gives the name of the Club and its location, and is signed by the Secretary of the United States Department of Agriculture, the Director of Extension, and the State Club Leader. It is highly appreciated by the Clubs fulfilling the requirements. Be sure to fill out the blanks at the top of the program blank so that the County Club Agent or the District Extension Agent may have all the information required for issuing the charter. Clubs meeting the eight requirements for standard Clubs and finishing 100 per cent and sending in record books for all members beginning the work, except those dropped from the records of the State Club Leader, will receive a gold achievement seal.

Meetings—There must be at least six regular meetings and there may be as many more as the Club leader and the members desire. A regular time and place for the meeting should be decided upon and adhered to strictly, so that the plea of forgetfulness can have no weight. These meetings should be presided over by the president or vice-president, and the min-

utes of the meeting should be kept by the secretary in the record book provided for the Club secretary.

Local Exhibits—A local exhibit should be held during the Club year. This exhibit is to consist of the work done by the Club members. It may be held at the time the Club completes its work, or at the close of school, or just before the county or district fair. Many Clubs combine the local exhibit and achievement day successfully. The exhibit may be held in the schoolhouse or some other place decided upon by the local leader and the Club members. For local exhibits we advise following the same instructions that are sent to the Club members for the district fair. Although awards may be given, it is well to eliminate competition from the local exhibit and simply make it a display in order that parents and friends of the members may have an opportunity to see the progress made.

Demonstration Teams—A demonstration team is composed of two members. Through their demonstrations before the people they pass on to the observers the methods and practices they have learned. Each Club should give a demonstration pertaining to its own project. For example, a clothing club should demonstrate some practice in clothing work; and a corn club something pertaining to corn growing.

Completions—All members starting their project must complete their project work and file their report and story with the County Club Agent or District Extension Agent in order to count as a completion for the Club. If a member moves from the county or because of continued illness is unable to complete his project, the State Club Leader should be notified and the name will be dropped from the Club enrollment. The dropping of such members will not count against the percentage of completion of a Club. Members not completing their projects, except those dropped from the records of the State Club Leader for the above reasons, will not be eligible to enroll in a 4-H Club the following year.

Judging Teams—A judging team should be selected by competition among the members. This team may be selected

in a series of contests held at Club meetings or at the time of the local exhibit. The team should then arrange to compete at the county contest and, if at all possible, at the district contest.

Achievement Day—At the completion of the Club project an achievement day should be held either in the community or some place selected in the county, this day to be a public recognition of all members who have completed their projects and filed their record books with the County Club Agent or the District Extension Agent. As suggested under "Local Exhibits" the achievement day exhibit, demonstrations and judging may be combined into one program. If there are several Clubs in the community, they may hold a joint program.

Club Picnics—Club picnics should be held at least once during the year. It is always more satisfactory to plan the events beforehand. The committee in charge should invite the County Club Agent, County Agricultural Agent, Home Demonstration Agent, and others in the county who are or who may become interested in Club work. Picnics held jointly with other Clubs in the community or neighborhood communities are usually more successful.

Club Songs and Yells—Any school yell can readily be adapted to the requirements of a Club, and no Club should be satisfied without a number of such yells. Every boy and girl can yell, and yells add pep and enthusiasm to any meeting. Many Club songs are available. A book of National Club songs can be obtained from the National Committee, the District Extension Agent or the State Club Leader.

Local Leader's Part

It is the function of the local leader

(1) To direct the activities of the Club.

(2) To attend all Club meetings.

(3) To keep the duplicate enrollment sheet.

(4) To distribute instructions received from the College to the Club members. This should be done at regular Club meetings.

(5) To assist members in their Club work when necessary.

(6) To check over record books and file them with the County or District Extension Agent.

(7) To see that a local exhibit is made by Club members.

(8) To arrange for exhibits of Club members to be sent to the County or District fair, if possible.

(9) To train or arrange for training of demonstration or judging teams.

(10) To see that the papers get all publicity pertaining to the work of the Club.

Local leaders should feel free to call on the County Club Agent, the County and District Extension Agents, and the State Club Leader for any assistance necessary.

Training Club Officers

Well conducted Club meetings probably add as much interest to 4-H Club work as any other one factor. Club officers must be trained in order to conduct successful Club meetings. Successful leaders usually use one of the two following methods of procedure in training Club officers:

(1) All Club members are trained as a group in parliamentary practice by the Club leader with special attention given to Club officers.

(2) The local leader takes charge of all Club activities at the organization meeting and before the next Club meeting is held, trains the newly-elected Club officers in their respective duties.

The officers may be trained very effectively in a special county training conference which is attended by all Club officers and leaders. Officers' training work has often been added to the program of the county Club camp. Usually specialized work is taken up on these programs, such as general parliamentary procedure and songs and yells for all Club officers, the purpose and form of writing the minutes of Club meetings, Club reporting, and group games and other recreational activities.

A Constitution and By-Laws for 4-H Clubs

The constitution and by-laws are to be read to the Club by the leader, to be approved by the Club and to be signed by the members in the Club secretary's record book. A suggested constitution and set of by-laws follows:

I. Constitution

Article 1. This Club shall be known as ..... Club of ..... Community, ... County, Idaho.

Article 2. The purpose of this Club shall be to improve the home making, agricultural, educational, and social advantages of boys and girls of the community. These purposes will be accomplished by carrying out standard Club requirements.

Article 3. Five or more Club members, each of whom shall be between the ages of 10 and 20 years, inclusive, shall constitute this Club.

Article 4. The officers of this Club shall be a president, vice-president, secretary, song and yell leader, and Club reporter. They shall serve throughout the Club year, unless excused or removed for just cause.

Article 5. This Club shall be organized and managed under the direction of the local Club leader in cooperation with the county leader and the Agricultural Extension Service of the University of Idaho College of Agriculture.

II. By-Laws

1. The President shall preside at all Club meetings. In case of the absence of the President, the Vice-President shall preside.

2. The Secretary shall: (1) keep record of the names, addresses, and ages of all Club members; (2) keep a record of attendance at Club meetings; (3) keep the minutes of each meeting and read the same at the next business meeting of the Club; (4) issue the call for special meetings by order of the officers and the local Club leader; (5) assist the local Club leader in making the final report of the Club for the year.

3. The Song and Yell Leader shall lead the members in giving songs and yells.

4. The Club Reporter shall prepare news items from time to time regarding the activities of the Club, which, upon approval of the local Club leader, shall be mailed to the county leader.

5. The Club shall hold ..... regular meetings each month at ..... on ..... from ..... until ..... The officers, upon the approval of the local Club leader, may call special meetings when needed.

6. Each Club member shall be prepared to take part in Club meetings as follows: (1) join with the other members in repeating the 4-H Club pledge, (2) give a progress report on their project work in response to roll call, or respond by reporting on an assigned topic, (3) present the record book to the local Club leader for inspection when called for, (4) take part in demonstrations, judging work, exhibits, tours, picnics, camps, social program, etc.

7. A quorum shall consist of a majority of the members enrolled. (Constitution and by-laws signed by the Club members).

Conducting 4-H Club Meetings*

A suggested procedure under parliamentary rules for conducting 4-H Club meetings follows:

1. Calling the Meeting to Order. The meeting is called to order by the president, who rises from the chair and says, "The meeting will please come to order," and then leads the members in repeating the 4-H Club pledge, by saying, "Please stand and repeat the 4-H Club pledge." (In unison).

2. Roll Call. The president says, "We shall now have the roll call by the secretary." Each member will respond by standing and giving a report. (A progress report on work accomplished or a report on a previously assigned topic, as announced by the chairman).

*References: "Robert's "Rules of Order"; "A Primer of Parliamentary Law," National Board of Y. W. C. A.

3. Minutes of the Last Meeting. The president says, "The secretary will read the minutes of the last meeting." (See Club secretary's book for form of minutes). After the reading the president asks, "Are there any additions or corrections to these minutes? If not, they stand approved as read," or "If there are no corrections, the minutes stand approved." If there are corrections, the president informally directs them to be made, unless there is an objection, in which case a formal vote as to the wording is necessary. If the minutes are approved and an error is noted later, a vote is required for their amendment. (See section on motions.)

4. Old Business. Unfinished business from previous meeting and report of committees, etc.

The president calls upon the chairman of each standing or special committee to make a report. After this has been done, the report is then open for discussion and amendment as regular business (See section on motions).

The president says, "We will now have the report of the entertainment committee." Chairman of committee reads report and moves its adoption.

Member: Remains sitting and says, "I second the motion."

President: "It has been moved and seconded that this report be accepted. Is there any discussion or, are there any corrections?"

Some discussion may follow.

President: "Is there any further discussion? If not, are you ready for the question?"

If the members are ready to vote they say, "Question."

The president then says, "All those in favor say, 'aye' (pronounced 'I'), opposed, 'no'." "The report is accepted," or "the report is approved."

5. New Business. President: "We are now ready for new business. What new business have you to bring before the Club?"

Member: "I believe that the Club should have a committee to meet with the leader and draw up a Program of Work."

President: "Will someone make a motion in regard to this matter in order that we may discuss the question."

Member: "I move that a committee of three be appointed to meet with our local leader to draw up a Program of Work."

Second Member: "I second the motion."

President: "It has been moved and seconded that the Club appoint a committee of three to meet with our local leader and draw up a program of work. Is there any discussion?"

Discussion follows: Some member calls, "Question," which means that the president must ask, "Are you ready for the question?" A question cannot be brought to a vote before discussion is closed unless authorized by a vote of two-thirds of the members. Or, the president asks it on his own initiative and so brings the matter to a vote. The question may require more study and information before action is taken. In such instances, a special committee usually is appointed by the president, if so authorized by a majority vote of the Club. The one who made the original motion, or showed the most interest in the question, or seemed to be the best informed, often is made chairman of the committee. This committee will make a report at the next meeting under "Old Business," and then will be discharged, or continued for further study of the question. All business must be put in the form of a motion and seconded before it can be discussed and voted upon.

6. Songs and Yells. The chairman may call upon the song and yell leader at any time. A special committee usually works up Club songs and yells, which are finally adopted by the Club.

7. Motion to Adjourn. The motion must be seconded or it will be lost for want of a second. It is not debatable. It must be voted upon.

Motions

1. Always rise when making a motion.

2. Always address the president by saying, "Madam (or Mr.) President." The president then says "John" (or "Susan").

A member may not make a motion until recognized by the president.

3. State your motion as follows, "I move so and so."

4. Motions must be seconded or they will be lost for want of a second. Do not rise or address the chair to second a motion.

5. After being seconded, the motion must be stated in full by the president as follows, "It has been moved and seconded that—(so and so be done). Is there any discussion?"

6. After the discussion, the vote is taken.

7. If there is a motion before the Club, no other motion can be entertained except its amendment, the previous question, or a motion to adjourn, until the one before the Club has been voted upon.

(See references for motions on question of privilege, a point of order, etc.)

Only members in good standing are entitled to make motions, to vote or to hold office.

In case of tie votes, the presiding officer casts the deciding vote.

Ways of Voting

1. By acclamation or by voice. The president says, "All in favor of the motion say 'aye'; opposed, 'no'."
2. By standing or by raising of hand.
3. By ballot; e.g., by distributing slips of paper and allowing each member to write "yes" or "no" or a name upon the ballot.
4. By calling the roll or ordering the "yeas" and "nays."

Acclamation is used for ordinary motions.

Absent members should not be permitted to have some one else vote for them.

Explanation of Terms

Quorum means the number of members necessary to carry on the business, as one-half or two-thirds.

To make a motion means to propose that certain action be taken by the Club. The motion must be "seconded"; e.g., ap-

proved by a second person in the following words, "I second the motion."

To address the chair means to speak to the presiding officer, addressing her (or him) as "Madam (or Mr.) President."

Majority vote means the vote of at least one more than half of the members present at the meeting, unless otherwise stated.

A special committee is a committee appointed for some particular purpose.

The minutes record what is done in a meeting. Every motion should be recorded, whether lost or carried. Details are not necessary. Resolutions, if adopted, should be copied in full. A vote by ballot should be recorded, showing the number of votes on each side. The minutes should be statements of fact and should not contain favorable or unfavorable comments. Minutes may be amended.

Unless there is a treasurer, the secretary's report should contain a full record of all money received and all money expended since the previous meeting and a statement of the balance on hand.

Demonstrations

Demonstrations should be part of each 4-H Club meeting. At least one member should have part in the program by putting on a demonstration, either individually or with another member of the Club. Individual demonstrations should be relatively simple and something that one member can do. What a Club member learns through doing is more lasting than what he learns through watching some one else do.

Each Club should have a demonstration team of two members which has been selected through competition in individual demonstrations or between teams of members who have put on demonstrations before the Club. The entire Club should have some interest in the demonstrations and be allowed to assist in preparing some of the subject matter for the demonstration.

The demonstration is a combination of doing and telling. One member does something while the other member tells the audience what it is about.

In selecting the demonstration a subject should be chosen which is of particular value and interest in the community to which the Club belongs, something that can show an improved or better farm or home practice that will interest not only the Club members but also the people to whom they are demonstrating. Suggested subjects for demonstrations may be found in project bulletins and in the multigraphed circular available from the State Leader's Office.

Judging Contest

Eligibility—Every member of the local Club should be encouraged to enter every local judging contest. In County, District, State and Interstate contests, a team shall come from one standard Club and all members must have completed their work and turned in their record books. Where the fair or contest is held before the project is completed, the record books should be up to date.

Judging Team—In home economics projects the judging team shall consist of two members; in livestock, rabbits, crops, and poultry, the team shall consist of three members from the same standard Club.

Selecting a Team—Members of a judging team are chosen through local contests open to all Club members carrying the same type of projects and enrolled in the same standard Club. The two or three highest scoring individuals as specified above shall constitute a team to compete in the County contests. The high scoring teams at the County contest may be selected to represent the County at District and Interstate contests.

Classes to be Judged—Home Economics Club members will judge baking, canning and clothing exhibits. Livestock Club members will judge classes of hogs, sheep, dairy and beef cattle. Crops Club members will judge at least one class consisting of four exhibits each of corn, potatoes, grain, and vegetables. and will grade one sack of potatoes. Poultry Club members will judge four classes of birds of the more common breeds. Rabbit Club members will judge four classes of rabbits.

Reasons--After all the cards for all classes judged have been turned in, the Club member should be required to give oral reasons on the class that corresponds to his project and on these reasons should be given a grade, which is added to the score made in placing the classes.

The correct way to give reasons is as follows: "I wish to give reasons on the class of Poland China gilts (tea towels, etc.) I placed this class 1, 2, 3, 4, I placed number one first, because .....; I placed number two over number three because .....; I placed number three over number four because .....;" In giving your reasons do not describe animals or articles but compare them.

A Suggested Program for Achievement Day

The program will vary with local interest and might include such features as a parade, picnic dinner, banquet, style show, judging contest, demonstration, or 4-H Club play.

The following general program may be used as a foundation and the various features best suited to the needs of your Club incorporated:

(1) Meeting called to order by 4-H Club president.
(2) Flag salute.
(3) 4-H Club song led by Club members. Audience joins in singing.
(4) 4-H Club motto and pledge.
(5) A brief report by the secretary on the amount and value of the work done by all of the Club members.
(6) Election of officers for next year (if Club members plan to reorganize).
(7) Club history by president or local leader.
(8) 4-H Club song.
(9) What 4-H Club work means to the community, by a leading citizen.
(10) 4-H Club yell by Club members.
(11) 4-H Club team demonstration, style show, or judging contest, if desired.
(12) 4-H Club song.

(13) Presentation of achievement certificates or pins to members who have sent in their records and stories; and to local leaders.

(14) Social period—games, refreshments.

Special Awards for Outstanding Members

Every year many prizes are offered to 4-H Club members, such as trips to the National Club Congress; Camp Plummer at the Pacific International Livestock Exposition; Junior Short Courses at the University of Idaho, Moscow, and at the University of Idaho, Southern Branch, Pocatello; scholarships and cash premiums. Detailed information regarding these awards may be had by writing the County Agent or the District Extension Agent.

Annual Junior Short Courses

In June of each year a one-week short course is conducted at the University of Idaho and at the Southern Branch of the University for Club members and leaders. 4-H Club members regularly enrolled in a 4-H Club project and in good standing, and local leaders having regularly enrolled 4-H Clubs, are eligible to attend.

High School Credit for 4-H Club Work

The State Board of Education has approved the giving of one high school credit for 4-H Club work done under proper supervision and recommended by the County Agent or District Extension Agent in charge of the County in which the work is done. This ruling has particular reference to the smaller high schools which do not have an Agricultural or Home Economics teacher. One-half credit will be given for each completed 4-H Club project. Credit will not be allowed if the work is done before date of application for credit. For detailed information and requirements, see your County or District Extension Agent, or write to the State Club Leader, Morrill Hall, Moscow, Idaho.

4-H Club Projects

Livestock

There are three or four divisions of each livestock project and it is hoped that the Club member will begin one division and gradualy increase the size of his project until all of the

divisions are included in his project. For example, a Pig Club member may begin with a sow pig the first year; then the next year have a sow and litter and fattening project; and the next year have gilts, sows and fattening pigs.

1. Pig Club Project

In all divisions of this project Club members are required to own the animals and if they are purebred, the registration papers must be in the name of the member.

Division I.—The care and management of one or more brood sows and their litter for a period of at least six months. Records should start at least one month before farrowing. Sows should farrow after March 1.

Division II.—The care and management of four or more pigs intended for market hogs from time weaned until ready for market.

Division III.—The care and management of one or more purebred sow pigs, intended for breeding purposes, from time weaned for a period of at least six months. Pigs must be farrowed after March 1.

Division IV.—The care and management of a breeding herd composed of two or more brood sows and their litters. Records are to be kept throughout the year.

Exhibit and awards—In all Pig Club classes the exhibit and basis of awards shall be as follows:

Exhibit

Division I.—The exhibit shall consist of four pigs from the litter.

Division II.—The exhibit shall consist of a single fat hog.

Division III.—The exhibit shall consist of a junior sow pig.

Division IV.—The exhibit shall consist of a breeding herd of four pigs.

Basis of Awards

(a)	Best animals	65
(b)	Handling of animals in show ring	10
(c)	Completeness and accuracy of record book	25
	Possible score	100

2. Sheep Club Project

In all divisions of this project Club members are required to own the animals. If the animals are purebred, registration papers must be in the name of the member.

Division I.—The care and management of one or more purebred ewes and their lambs starting at least one month before lambing time, or four or more orphan lambs starting when dropped; the lambs intended for breeding purposes. All ram lambs must be purebred.

Division II.—The care and management of four or more grade ewes and their lambs starting at least one month before lambing time, or four or more orphan lambs starting when dropped; the lambs intended for market purposes.

Division III.—The care and management of four or more yearlings, either sex, intended for breeding purposes, for a period of at least six months. All rams must be purebred.

Exhibits and awards—In all Sheep Club classes the exhibits and basis of awards shall be as follows:

Exhibit

Division I.—The exhibit shall consist of one lamb intended for breeding purposes.

Division II.—The exhibit shall consist of one market lamb.

Division III.—The exhibit shall consist of one yearling intended for breeding purposes.

Basis of Awards

Divisions I. and II.—

(a)	Best animal	65
(b)	Handling of animal in show ring	10
(c)	Completeness and accuracy of record book	25
	Possible score	100

3. Calf Club Project

In all divisions of this project Club members are required to own the animals. If the animals are purebred, registration papers must be in the name of the member.

Dairy Section

Division I.—The care and management of two or more grade calves, or one or more purebred calves of any dairy breed. The calf must be a registered sire, and if a bull, must be purebred. Heifer calves should be secured if possible.

Division II.—The care and management of one or more yearling heifers of any dairy breed. The animals must be by a registered sire.

Division III.—Care and management of one or more cows of any dairy breed. The Club members must care for and keep records of the animal at least one month before freshening and at least four months after freshening, records to include milk production.

Beef Section

Division IV.—The care and management of one or more calves of any beef breed, for a period of at least four months. The calf must be by a registered sire, and if a bull, must be purebred.

Division V.—The care and management of one or more heifers or steers of any breed, for a period of at least six months. The animals must be by a registered sire.

Division VI.—The care and management for a period of at least six months of one or more cows of any beef breed. The Club member must care for and keep records on the animal at least one month before calving, on cow and calf at least four months and until calf is weaned, if possible.

Exhibits and awards—In all dairy classes the exhibits and basis of awards shall be as follows:

Exhibit

Division I.—The exhibit shall consist of one calf.

Division II.—The exhibit shall consist of one yearling heifer.

Division III.—The exhibit shall consist of producing cow.

Basis of Awards

Divisions I. and II.—

(a)	Best animal	65
(b)	Handling of animal in show ring	10
(c)	Completeness and accuracy of record book	25
	Possible score	100

Division III.—

(a)	Best animal	65
(b)	Handling of animal in show ring	10
(c)	Best kept milk record	10
(d)	Completeness and accuracy of record book	15
	Possible score	100

4. Poultry Club Project

Division I.—The care and management of at least 100 laying hens for a period of six months.

Division II.—The securing of at least 250 day-old chicks, and the care and management of the chicks for a period of four months.

Division III.—The incubation of at least one setting of turkey eggs and care and management of the young turkeys for a period of four months.

Division IV.—The incubation of at least one setting of duck eggs and care and management of the young ducks for a period of four months.

Exhibits and awards—In the Poultry Club project the exhibits and basis of awards shall be as follows:

Exhibit

Division I.—The exhibit shall consist of four hens selected from Club member's flock.

Division II.—The exhibit shall consist of one cockerel and four pullets selected from birds of the Club member's own raising.

Division III.—The exhibit shall consist of one male and one female selected from birds of the Club member's own raising.

Division IV.—The exhibit shall consist of one male and two females selected from birds of the Club members own raising.

Basis of Awards

Divisions I., II., III., and IV.—

(a)	Exhibit		75
(b)	Final report:		
	Best production	10	
	Best profit on investment	10	
	Completeness and accuracy of report	5	25
	Possible score		100

5. Colt Club Project

Division I.—The care and management of one colt, either sex, for a period of at least six months. Colts may be either purebred or grade.

Exhibit

Division I.—The exhibit shall consist of one colt.

Basis of Awards

(a)	Exhibit	75
(b)	Completeness and accuracy of record book	25
	Possible score	100

6. Rabbit Club Project

The care and management for a period of at least six months of four or more does, any age, together with young rabbits.

Exhibit

Division I.—The exhibit shall consist of a senior doe nine months old or over, which has been cared for by the Club member.

Division II.—The exhibit shall consist of a junior doe under six months and a junior buck under six months of the Club member's own raising.

Basis of Awards

Division I.—

(a)	Best senior doe	75
(b)	Best profit on investment	15
(c)	Completeness and accuracy of report	10
	Possible score	100

Division II.—

(a)	Best junior doe	45
(b)	Best junior buck	45
(c)	Completeness and accuracy of report	10
	Possible score	100

Crops Project

7. Corn Club Project

The growing of at least one acre of corn.

Exhibit

In the corn project the exhibit shall consist of 10 ears of field corn, sweet corn, or pop-corn, grown and selected by Club member.

Basis of Awards

(c)	Exhibit		75
(b)	Final report:		
	Best yield	10	
	Best profit on investment	10	
	Completeness and accuracy of report	5	25
	Possible score		100

8. Potato Club Project

The growing of at least one-eighth acre of potatoes.

Division I.—Potatoes to be grown for commercial sale.

Division II.—Potatoes to be grown for certification. (Application for certification inspection must be filed with the State Horticulturist).

In the potato project the exhibit and basis of awards shall be as follows:

Exhibit

Division I.—The exhibit shall consist of one peck of commercial potatoes grown and selected by Club member.

Division II.—The exhibit shall consist of one peck of certified seed potatoes grown and selected by Club member.

Basis of Awards

(a)	Exhibit		75
(b)	Final report:		
	Best yield	10	
	Best profit on investment	10	
	Completeness and accuracy of report	5	25
	Possible score		100

9. Sugar Beet Club Project

The growing of at least one acre of sugar beets. (Contracts must be in the name of the member).

In the sugar beet project the exhibit and basis of awards shall be as follows:

Exhibit

The exhibit shall consist of 6 beets grown and selected by the Club member.

Basis of Awards

(a)	Exhibit	20
(b)	Yield	30
(c)	Condition of field	10
(d)	Record and story	30
(e)	Club activities	10
	Possible score	100

10. Grain Club Project

Division I.—Growing of at least five acres of wheat, oats, or barley for grain.

Division II.—The growing of at least one acre of wheat, oats or barley for certification. (Application for certification inspection must be filed with the State Seed Commissioner).

The exhibit shall consist of one peck of grain grown and selected by the Club member.

Basis of Awards

(a)	Exhibit		50
(b)	Final report:		
	Best yield (district considered)	20	
	Best profit on investment	15	
	Completeness and accuracy of report	10	
	Grade certificate	5	50
	Possible score		100

11. Garden Club Project

The growing of a vegetable garden of at least 600 square feet, with at least five varieties.

Exhibit

A vegetable exhibit consisting of five and no more different varieties, is required in all local, county, and state Club contests. One head of cabbage, cauliflower, lettuce, spinach, kale, etc.; one melon, pumpkin, squash, cucumber, etc.; one bunch of radishes, green onions, etc. (five plants to each bunch); five specimens each of potatoes, beets, carrots, dried onions, garlic, etc., shall constitute a variety exhibit.

Basis of Awards

(a)	Exhibit		75
(b)	Final report:		
	Best yield	10	
	Best profit on investment	10	
	Completeness and accuracy of report	5	25
	Possible score		100

12. Tomato Club Project

The growing of at least one-eighth acre of tomatoes.

Division I.—Tomatoes to be grown for commercial purposes.

Exhibit

A tomato exhibit shall consist of a peck of tomatoes.

Basis of Awards

(a)	Exhibit		75
(b)	Final report:		
	Best yield	10	
	Best profit on investment	10	
	Completeness and accuracy of report	5	25
	Possible score		100

13. Bean and Pea Club Project

The growing of at least one acre of beans or peas.
Division I.—Beans or peas to be grown for market.
Division II.—Beans or peas to be grown for certification.

Exhibit

The exhibit shall consist of one peck of commercial beans or peas in Division I., and one peck of certified seed beans or peas in Division II.

Basis of Awards

(a)	Exhibit		75
(b)	Final report:		
	Best yield	10	
	Best profit on investment	10	
	Completeness and accuracy of report	5	25
	Possible score		100

14. Forestry Club Project

Complete the work as outlined by the Extension Forester.
Division I—Tree Appreciation.
Division II.—Forest Planting.
Division III.—Woodlot Improvement.
Division IV.—Tree Nursery Practice.
(Each division shall constitute a year's Club work).

15. Weed Club Project.

First Year—Consists of the collection, identification, mounting, and labeling of twenty common weeds, showing their

roots, leaves, flowers, and seeds. Three of these must be perennials.

Exhibit

a. Mounted collection (Number of specimens, correctness, neatness, and ability to identify each one) 50
b. Narrative—"Importance of Weeds to Idaho Farmers" 500 words 25
c. Final Report—Completeness, accuracy, presentation, legibility 25

(Passing score of 75 points) Total 100

Second Year—Consists of the collection, identification, mounting, and labeling of twenty additional weeds. These must include five biennials and three perennials. In addition, you must make a map of your home farm, showing the location of weed patches, if you have any.

Exhibit

a. Map (Neatness, correctness, etc.) 25
b. Mounted Collection (Number of specimens, correctness, neatness, and ability to identify each one) 25
c. Narrative—500 words on "How I Would Eradicate a Patch of Perennial Weeds" 25
d. Final Report—Completeness, accuracy, presentation, and legibility 25

(Passing score of 75 points) Total 100

Home Economics

16. Room Improvement Project

These requirements are based on the requirements listed in the Room Improvement Project for first and second years.

First Year

1. Care of Room. Give daily care of room, including making of bed, keeping dresser and closet in order, sweeping, dusting, etc., for two months. Give room thorough cleaning once a week for a month.

2. Assist with at least two household processes for two months:

   Bedmaking
   Dish washing
   Laundering
   Helping with family mending
   Helping care for family garden
   Helping in preservation of fruit and vegetables
   Helping in planning and preparing family meals or other tasks.

3. Repair or make window shades or curtains for windows of room.
4. Make one floor covering—hooked, braided, or crocheted rag rug.
5. Make or repair one piece of furniture for room. Example, paint a chair or make a dressing table, using orange crates, etc.
6. Make one accessory for own room. This should be something that will fit into general plan for room.

Second Year

1. Room plan drawn to a scale showing arrangement of furnishings at beginning and end of project. (See requirements, second year plan).
2. Improve one piece of furniture—refinish, re-upholster, make slip cover, or paint.
3. Make one closet accessory.
4. Make at least one piece of bed linen.
5. Score room at end of project and submit score card with record book.

Exhibit

The exhibit shall consist of one or more photographs or snapshots of the room before starting work, one or more photographs showing improvements made, a written explanation of work done and at least two of the articles made.

Basis of Awards

(a)	Exhibit		75
	Photographs	20	
	Written explanation	25	
	Articles made	30	
(b)	Final report		25
	Amount of work done	15	
	Completeness and accuracy of report	10	
	Possible score		100

17. Clothing Club Project.

Divisions I., II., III., IV., and V.—Completion of work as outlined in First, Second, Third, and Fourth Clothing Bulletins, and in the mimeographed material prepared for the Fifth Year Clothing project; and the making of a final report. Each division shall constitute one year's Club work.

These articles will be judged according to score cards in the bulletins.

18. Canning Club Project

Year	Requirements for Completion	Requirements for Exhibits
Div. I	15 quarts of fruit 10 quarts of vegetables	5 varieties of fruit 3 varieties of vegetables
Div. II.	10 quarts of fruit 10 quarts of vegetables (including greens, peas and corn) 5 quarts of meat	3 varieties of fruit 3 varieties of vegetables 2 varieties of meat
Div. III.	10 quarts of fruit 10 quarts of vegetables 5 quarts of meat (2 kinds) 5 glasses or jars of jelly and jam	3 varieties of fruit 2 varieties of vegetables 2 varieties of meat 3 varieties of jelly
Div. IV.	5 quarts of fruit 10 quarts of vegetables 5 quarts of meat (2 kinds) 10 glasses or jars of jelly, jam, pickles or relish	2 varieties of fruit 2 varieties of vegetables 2 varieties of meat 2 varieties of pickles or relish 2 varieties of jelly
Div. V.	8 quarts of fruit, including 3 berries, 5 hard fruits, 2 of which must be two ways of canning apples 4 quarts of vegetables, at least 3 varieties 3 quarts of meat, at least 3 varieties 3 pints of preserves, 2 pints of jam or marmalade 2 cups of jelly 3 pints of relish 3 pints of pickle 2 pounds of dried products, vegetables or fruit; but two different varieties	3 varieties of fruit, 1 must be apples 3 varieties of vegetables 3 varieties of meat 2 varieties of preserves or jam 2 varieties of jelly 2 varieties of relish 2 varieties of pickles 2 varieties of dried products

In addition, fifth year Canning Club members will be required to write a 100-word story, "How I Shall Make Use of My Fifth Year Canning Project."

Basis of Awards

(a)	Exhibit	75
	Products	20
	Amount of work done	20
	Uniformity of exhibit	35
(b)	Completeness and accuracy of final report	25
	Possible score	100

19. Baking Club Project

Preparation of at least four dairy utilization products, two to be scored by Local Leader and entered in final report; three combinations of eggs and milk, two to be scored by Local Leader and entered in final report; three bakings of quick breads, with at least two variations, three to be scored by Local Leader and entered in final report; six bakings of yeast bread, with two variations, three to be scored by Local Leader and entered in final report.

20. Food Facts and Home Cookery Club Project

Division 1.—Complete work as outlined in Bulletin and make final report.

Suggested Score Card

(for ranking individual Club members)

	Percent
1. Part taken in Club activities	50
(1) Attendance and part taken in Club meetings	10
(2) Attendance and part taken in the achievement program or roundup, Club tour, Club camp, Club picnic, Junior Week, etc.	10
(3) Part taken and standards attained in exhibiting, judging, and demonstrating Club work	10
(4) Leadership, as shown by securing new Club members, by explaining Club work to others, by assisting the local leaders, by influence upon the community, and by individual progress made by the Club member	20
2. Record book and Club story	15
3. Products produced and owned by the Club member and the quality of results secured	35
Total	100

Suggested Score Card

(for ranking 4-H Club work on a County basis)

		Points
(1)	Percentage of members completing productive Club projects in which the members carry out continuous farm and home operations	250
(2)	Percentage of members completing Club projects which teach subject matter	100
(3)	Percentage of organized clubs completing standard Club work	250
(4)	Percentage of communities each with one or more standard Clubs	100
(5)	Percentage of members taking part in special Club activities	100
(6)	Number of members completing Club work for first year, second year, third year, fourth year, etc.	200
	Total	1,000

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